



U.S. DEPARTMENT OF LABOR

A large, faded version of the U.S. Department of Labor seal is centered in the background of the page. It features the same circular design with a blue ring and a central shield topped by a golden eagle.

iCERT PREVAILING WAGE QUICK START GUIDE FOR EXTERNAL USERS

Prepared By:

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Setting Up Your Account

This *Quick Start Guide* was prepared for external users with Case Creation and Case Submission permissions to data enter an ETA Form 9141. It was prepared to serve as a handy desk reference. This guide does not describe all of the features of Prevailing Wage Case Creation and Case Submission, nor is it intended to replace the Prevailing Wage User Guide. For detailed information about all Prevailing Wage features, refer to the Prevailing Wage User Guide.

- If you are a new user to iCERT (icert.doleta.gov), create a new account using the **Create an account** link.

The screenshot displays the iCERT Portal homepage. At the top is the United States Department of Labor Employment & Training Administration banner. Below this is a navigation bar with links: About ETA, Find Job & Career Info, Business & Industry, Workforce Professional, Grants & Contracts, ETA Library, Foreign Labor Certification, Performance & Results, and Regions & States. A search bar is also present. The main content area is titled 'Welcome to the iCERT Portal' and features an 'iCERT Portal Login' section with fields for Username and Password, a 'Log In' button, and links for 'New to iCERT? Create an account.' and 'Forgot username or password?'. To the right, there's a section for 'Access Your Legacy User Account' with links for PERM, LCA, and H-2A. Below the login section is a 'System Alerts' box with two alerts: one about the federal minimum wage and another about LCA warnings. To the right of the alerts is an 'iCERT Case Status Check' section with a text input for case numbers and a 'Check Status' button. At the bottom left is a 'Search for Prevailing Wages' section with dropdowns for state/territory, data series, collection type, area, and occupation. To the right of this is a 'Search for FAQs' section with a text input for visa classification and a 'Select Visa Type' dropdown.

- When setting up an account, check the Prevailing Wage checkbox under the Visa programs section to set access to the account for Prevailing Wage.

You are here: --> [iCER Portal](#) --> [Employer Account](#)

Employer Account

Please complete each tab before clicking the **Create Account** button at the bottom of the page.

** Denotes required fields*

1. Your Login Information	2. Your Company Information	3. Point of Contact Information
Your Login Information		
Select Visa Programs: * <input checked="" type="checkbox"/> LCA <input type="checkbox"/> PERM <input type="checkbox"/> H2A <input type="checkbox"/> H2B <input checked="" type="checkbox"/> Prevailing Wage		
Last (Family) Name: * <input style="width: 150px;" type="text"/>	<small>Enter your Last (Family) Name. If you have only one name, enter the name in this field and enter "FNU" (first name unknown) in the first name field.</small>	
First (Given) Name: * <input style="width: 150px;" type="text"/>	<small>Enter your First (Given) Name. If you have only one name, enter the name in the last name field and enter "FNU" (first name unknown) in this field.</small>	
Full middle name(s): <input style="width: 150px;" type="text"/>	<small>Enter your full Middle Name. If you do not have a middle name, enter "N/A".</small>	
Phone Number: * <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Ext. <input style="width: 30px;" type="text"/>		
Fax Number: <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>		
Account Email: * <input style="width: 150px;" type="text"/>	<small>Your Email Address will be your Username and will also be used to send you your password if you forget it.</small>	
Confirm Email: * <input style="width: 150px;" type="text"/>		
Secret Question: * Select Secret Question		
Secret Answer: * <input style="width: 150px;" type="text"/>		
Next Tab >		

Cancel
Create Account

- Fill out all required fields on all tabs to create new account and then click the **Create Account** button.

- If you are already an iCERT account holder, login to iCERT (icert.doleta.gov) with your registered account information.
- Click on the My Account & Profiles tab.
- Check the Prevailing Wage checkbox under the Visa programs section to set access to your account for Prevailing Wage. Click Save.

iCERT Portal

Portal Home | LCA | **My Account & Profiles** | Forms & Instructions

My Account | My Attorney Profiles | My Associate Accounts |

You are here: --> iCERT Portal --> My Account & Profiles --> My Account

Employer Account

Please complete each tab before clicking the **Save** button at the bottom of the page.

** Denotes required fields*

1. Your Login Information | 2. Your Company Information | 3. Point of Contact Information

Your Login Information

Select Visa Programs: * ☒ LCA ☐ PERM ☐ H2A ☐ H2B ☒ Prevailing Wage

Last (Family) Name: * SMITH Enter your Last (Family) Name. If you have only one name, enter the name in this field and enter "FNU" (first name unknown) in the first name field.

First (Given) Name: * JOHN Enter your First (Given) Name. If you have only one name, enter the name in the last name field and enter "FNU" (first name unknown) in this field.

Full Middle Name(s): Enter your full Middle Name. If you do not have a middle name, enter "N/A".

Phone Number: * 123 456 7890 Ext.

Fax Number:

Account Email: * JSMITH.ICERT@GMAIL.COM Your Email Address will be your Username and will also be used to send you your password if you forget it.


Secret Question: * What is your favorite city?

Secret Answer: * NY

Next Tab >

Save

- Verify that the Prevailing Wage tab is now available on the top of the navigation tabs next to LCA.
- Click on the Prevailing Wage tab.
- Verify that the Prevailing Wage - Portfolio Summary page opens up with Case Status, Total Cases, and Brief Description.



iCERT Portal

[Portal Home](#)
[LCA](#)
[Prevailing Wage](#)
[My Account & Profiles](#)
[Forms & Instructions](#)

[Prevailing Wage Portfolio Summary](#)
[Prevailing Wage Portfolio Details](#)

You are here: --> iCERT Portal --> Prevailing Wage --> Portfolio Summary

Prevailing Wage: Portfolio Summary


Case Status	Total Cases	Brief Description
Initiated	0	Applications in draft status
In Process	0	Applications submitted, under review
Determination Issued	0	Wage determination issued
Redetermination	0	Wage redetermination request: under review, affirmed, modified
Voided	0	Applications voided
Withdrawn	0	Applications withdrawn
My Related Cases	0	Cases submitted by Attorneys/Agents using your EIN

Begin New ETA Form 9141

Prevailing Wage-related alerts requiring resolution

- There are no Prevailing Wage-related alerts at this time.

- Click on the **Begin New ETA Form 9141** button to create new case.
- Verify that the first page of the ETA Form 9141 opens and you all set!



iCERT Portal

[Portal Home](#)
[LCA](#)
[Prevailing Wage](#)
[My Account & Profiles](#)
[Forms & Instructions](#)

You are here: --> iCERT Portal --> Prevailing Wage --> Form 9141

Form 9141 - Step 1 of 5

Case NOT YET ASSIGNED (INITIATED)

1

2

3

4

5

A-B

C

Da

Db

Dc

You Are Here

A. Employment-Based Visa Information

1. Indicate the type of visa classification supported by this application: * ?

B. Requestor Point-of-Contact Information

1. Contact's last (family) name: * ?

2. First (given) name: * ?

3. Middle name(s): * ?

4. Contact's job title: * ?

5. Address 1: * ?

6. Address 2: ?

7. City: * ?

8. State: * ?

9. Postal code: * ?

10. Country: * ?

11. Province: ?

12. Telephone number: * Ext. ?

13. Fax number: ?

14. E-Mail address: ?